

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	M429
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Agency Information

Department / Agency	Aberdeen Police Department 60 N Parke St, Aberdeen MD 21001
Division / Unit	Code Enforcement Unit
Mission Statement/Link to division/unit website	http://www.aberdeenpolice.org

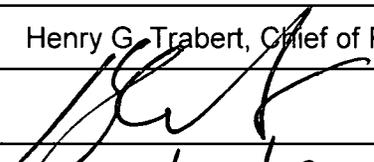
Schedule Information

Supersedes Schedule(s)	New
Amends Schedule(s)	New

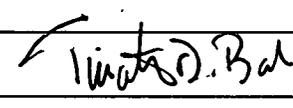
Preparer Information

Name of Preparer	Shirley Echols
Title of Preparer	Accreditation Manager
Preparer Email Address	sechols@aberdeenmd.gov
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Date	7/8/2019, returned for editing 9/24/19

Agency Approval

Name of Agency Director	Henry G. Trabert, Chief of Police
Agency Director Signature	X 
Date	X 10/22/19

State Archivist Approval

State Archivist Signature	
Date	12.5.19

<p align="center">DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</p>	<p align="center">Schedule No. M429 Page 1 of 2 (To be completed by DGS/Records Management Division)</p>
<p>Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.</p>	<p>Code Enforcement Case Files</p>
<p>Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.</p>	<p>Original complaint, investigative documents, photos, correspondence, follow-up inspections, Correction Notices, copies of Civil Citations, Certified Returned Signed Receipts, Certified Returned Letters, other documents related to enforcement actions.</p>
<p>Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?</p>	<p>Tracks activities and status of City of Aberdeen Code violations from received complaint to final resolution or adjudication.</p>
<p>Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?</p>	<p>Date order</p>
<p>Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.</p>	<p>All case information is entered into BEEHIVE computer program contracted by a vendor. Paper files are indexed by address. Cases in BEHIVE are indexed into the system by address.</p>
<p>Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329")</p>	<p>None</p>
<p>Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs</p>	<p>Letter size folders, includes half-sheet citations, and data entry into vendor computer program and server</p>
<p>Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.</p>	<p>8 bankers' boxes and 2 file drawers</p>
<p>Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.</p>	<p>2 file drawers</p>
<p>Current Location: (Check One) <input checked="" type="checkbox"/> First Floor Second Floor</p>	<p>Aberdeen Police Department Code Enforcement Office 60 N Parke St, Aberdeen MD 21001</p>
<p>Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.</p>	<p>None</p>
<p>Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format</p>	<p>2012-2019</p>
<p>Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.</p>	<p>none</p>
<p>Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.</p>	<p>01 CE</p>
<p>Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).</p>	<p>Retain cases until closed (resolved or adjudicated), then destroy at the end of the calendar year during which cases were closed. Retain electronic information entered into indexing system for 5 years (after end of calendar year during which cases were closed), then destroy.</p>
<p>Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.</p>	<p>No permanent retention</p>

<p align="center">DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</p>	<p align="center">Schedule No. M429 Page 2 of 2 (To be completed by DGS/Records Management Division)</p>
<p>Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.</p>	<p>Code Enforcement Mobile Home Parks</p>
<p>Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.</p>	<p>Correspondence, Inspections, Applications, Copies of City of Aberdeen Permits, and other related documents.</p>
<p>Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?</p>	<p>Tracks required City inspections and Permits for the parks to stay open.</p>
<p>Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?</p>	<p>Alphabetical by Name of Park</p>
<p>Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.</p>	<p>None</p>
<p>Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329")</p>	<p>None</p>
<p>Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs</p>	<p>Letter size paper files</p>
<p>Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.</p>	<p>2 files about 1-inch thick each</p>
<p>Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.</p>	<p>12 pages of documents</p>
<p>Current Location: (Check One) <input checked="" type="checkbox"/> First Floor <input type="checkbox"/> Second Floor</p>	<p>Aberdeen Police Department Code Enforcement Office 60 N Parke St, Aberdeen MD 21001</p>
<p>Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.</p>	<p>None</p>
<p>Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format</p>	<p>2012-2019</p>
<p>Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.</p>	<p>None</p>
<p>Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.</p>	<p>02 CE</p>
<p>Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).</p>	<p>Retain for 5 years, then scan to Maryland State Archives standards and destroy paper originals. Retain digital images for 5 years, then destroy.</p>
<p>Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.</p>	<p>No Permanent Retention</p>